

EDITED TASK LISTING

CLASS: SERGEANT, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assists in establishing/maintaining uniformity and continuity of custody and security of a facility/camp in order to diffuse incidents by providing a safe and secure environment for the public, staff and youthful offenders utilizing various options (e.g., verbal commands, use of chemical, physical, and/or mechanical restraints, less lethal force, lethal force, etc.) within established policies and procedures (e.g., Title 15, laws, rules and regulations, etc.) on a daily basis.
2.	Assigns specific tasks to Youth Correctional Officers, by conducting briefings, in order to minimize disruptions to the daily operations within facilities/camps utilizing various methods (e.g., verbal/written instruction, post orders, duty statements, etc.) as needed.
3.	Reviews various reports (e.g., Behavior, Use of Restraint, appeals, grievances, etc.) in order to make recommendations or take appropriate action utilizing various resources (Title 15, Disciplinary Decision Making System [DDMS], laws, rules and regulations, California Department of Corrections and Rehabilitation's [CDCR] policy and procedures), as required.
4.	Prepares various reports (e.g., performance, supervisory, monthly summary, daily operations, safety, memorandum, corrective action, behavior, Use of Restraint, etc.) in order to comply with the Departmental policy and procedures utilizing various resources (personal computer and software, Disciplinary Decision Making System [DDMS], Ward Information Network (WIN), laws, rules and regulations, Title 15, Institution and Camps Manual (I&C), California Department of Corrections and Rehabilitation's (CDCR) policy and procedures,), as required.
5.	Disseminate information and administrative directives to subordinate staff in order to keep staff apprised of departmental changes and institutional operations utilizing radios, telephones, emails, read and initial (R&I) boards, log book entries, memorandum, temporary departmental orders (TDO), etc., on a daily basis.
6.	Communicates youthful offender behavior to institutional staff in order to pass on pertinent information using both verbal instruction and/or written documentation, on a regular basis.
7.	Provides formal/informal training to employees in various areas (institutions, camps, transportation, etc.) in order to keep staff updated regarding departmental policy and institutional procedures, etc. utilizing staff briefings, memorandum, lesson plans, TDO's, etc., as needed.
8.	Maintains the safety and security of the facility/camp in order to provide a safe and secure environment for the public, staff, and youthful offenders by ensuring staff are in compliance with departmental policy and institutional procedures, on a daily basis.

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9.	Ensures that staff take appropriate measures/action when dealing with various situations that arise daily in order to maintain a safe environment for staff and youthful offenders by observing, documenting, counseling, and training staff, on a regular basis.
10.	Oversees the distribution of keys, radios, personal alarms, and security equipment ensuring accountability, as well as security of the institution/camp which will provide safety of staff/ visitors/youthful offenders by personal observance, verifying/reviewing the check-in/out lists, log entries, staff rosters, etc. on a continuous basis.
11.	Monitors institutional security communications systems in order to maintain the safety and security of the institution/camps utilizing video monitors, personal alarm, fence alarm, fire alarm, two-way radio, intercom, telephone, etc., on a on-going basis.
12.	Communicates information to the Watch Commander regarding emergency situations to keep him/her informed utilizing verbal/written communications (e.g., radio, telephone, two-way pager, memorandum, notes, reports, etc.) as situations occur.
13.	Reconciles major institutional/camp counts to ensure that all youthful offenders are accounted for utilizing telephones, intercoms, two-way radio, count sheets, physical observation (face-to-face), computer software, Ward Accountability Board (WAB), identification cards, etc., as established by departmental policy.
14.	Maintain/update log entries in order to ensure the dissemination of information utilizing various logs (e.g., daily operations, fence, alarm, control/unit log book, etc.), personal computer, computer software daily.
15.	Reviews documentation and accepts new commitments/parole violators/transfers into the facilities in order to assess youthful offenders for proper placement utilizing various resources (e.g., institutional policies/procedures Suicide Prevention Assessment Review [SPAR], I&C, medical/ Universal Health Records [UHR], field file, etc.) as received.
16.	Fingerprints youthful offenders, employees, and volunteers for background information, security clearances, registration purposes within accordance with California laws utilizing computerized fingerprinting equipment (Livescan) and/or manual (ink) fingerprinting process when needed.
17.	Makes recommendations related to plans, procedures, and policies in order to minimize disruptions to the daily operations within facilities/camps utilizing institutional/Departmental policy and procedures, personal experience/knowledge, training, briefings, etc., when necessary.
18.	Provides input for the selection of subordinate employees in order to fill vacant positions utilizing direct supervision, evaluation reports, etc., as necessary.

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19.	Prepares performance appraisals of subordinate employees in order to maintain a standard level of performance, by observing, documenting, reviewing supervisory files, soliciting feedback from other supervisory staff, as required.
20.	Initiates/recommends appropriate disciplinary/corrective action to address employee deficiencies utilizing the progressive disciplinary procedures (e.g., verbal counseling, written documentation, adverse action, etc.) when necessary.
21.	Operates personal computer to input/retrieve information, utilizing personal knowledge, training and understanding of various software programs (File Maker Pro, WIN, Microsoft Office), on a daily basis.
22.	Operates a motor vehicle (e.g., automobiles, vans, and buses, etc.), in order to provide transportation for youthful offenders, patrol/monitor grounds, respond to emergencies in-and-out of the institution/camp, etc. utilizing institutional policies and procedure, California laws, rules and regulations, defensive driving techniques, good driving practices as required.
23.	In a Youth Conservation Camp, serves as Executive Officer (EO) in order to perform administrative duties in the absence of the Superintendent utilizing various resources (e.g., departmental laws, rules and regulations, Title 15, I&C, CDCR policy and procedures, etc.), as required.
24.	Carries a firearm in order to perform specific assignments (e.g. transportation, extraditions, training, tactical team, escape detail, etc.) utilizing state/federal laws, rules and regulations, Title 15, I&C, CDCR policy and procedures, etc., as required.
25.	Prepares transportation schedules for the movement of youthful offenders, in order to facilitate/coordinate various movements (court appearances, medical appointments, transports, extraditions, etc.) as needed.
26.	Collects and reviews Personal History statements submitted by candidates for peace officer appointment in order to conduct background investigations for possible employment utilizing various resources (i.e., federal and state laws, CDCR rules and regulations) on a daily basis.
27.	Initiates inquiries/follow-up with appropriate outside agencies and references provided by applicants in order to collect data for a thorough background investigation utilizing various resources (e.g., Department of Justice [DOJ], Federal Bureau of Investigation [FBI], Department of Motor Vehicles [DMV], local agencies, applicant references, etc.) as required.
28.	Notes discrepancies and/or information in order to recommend/eliminate an applicant from certification or appointment utilizing various resources (e.g., State and Federal laws and rules, CDCR rules and regulations, etc.), as required.

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	Conducts interviews in order to clarify/resolve discrepancies of information gathered utilizing interviewing techniques, CDCR rules and regulations, etc., as required.
29.	Recommends approval/denial of applicants in order to clear/withhold/disqualify applicants for certification/appointment utilizing a completed background investigation, State and Federal laws and rules, CDCR rules and regulations, etc., as necessary.
30.	